A. TOPICS SUBJECT TO DISPOSAL SUSPENSION IN CONNECTION WITH SMOKING AND HEALTH LITIGATION

The following guidelines will assist you in determining whether a record is subject to Disposal Suspension in connection with smoking and health litigation and therefore should be retained. The normal record retention schedules apply to records that do not come within these guidelines. If there is any question about whether the contents of a record might pertain to the smoking and health litigation, the record should be retained, pending consideration of the Legal Department. Records should be retained if they relate to:

1. The alleged relationship between tobacco use and any disease.
2. The formation, purposes and activities relating to smoking and health of Philip Morris laboratories or research facilities.
3. Research, whether conducted or sponsored by Philip Morris or others, regarding
   a) smoke constituents
   b) smoke modification (filter efficiency, tobacco substitutes, filler changes, etc.)
   c) additives and ingredients
   d) pesticides
   e) delivery of tar, nicotine and other smoke components
   f) biological testing
   g) leaf analysis
   h) human smoking behavior
   i) benefits of smoking
   j) self–extinguishing or low ignition propensity cigarettes
   k) environmental tobacco smoke, *e.g.*, passive inhalation and indoor air quality.
4. Formulas for cigarette fillers, recipes for tobacco blends and filter composition.
5. Cigarette manufacturing processes and quality control procedures which relate to smoking and health.
6. Product evaluation or modification dealing with the composition of cigarette smoke.
7. Pesticides used on or around tobacco, including those used in storage or manufacturing facilities.

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8. Marketing plans and strategies relating to cigarettes including advertising and promotion.

9. Consumer expectations or beliefs concerning smoking and health and reasons for consumer purchases of cigarettes.

10. Warnings to consumers and others concerning the alleged health risks of smoking.

11. Communications with federal, state or local legislatures, agencies or other governmental or regulatory bodies on the issue of smoking and health by Philip Morris or others.

12. Participation by Philip Morris or other tobacco companies in trade associations and research organizations dealing with smoking and health.

13. Company or industry compliance with smoking and health–related requirements of legislative bodies or regulatory agencies.

14. A library or other collection of smoking and health information and indices, card catalogs and literature searches relating to smoking and health.

15. Public statements such as speeches concerning smoking and health made by or on behalf of Philip Morris.

16. Policies or practices concerning the dissemination or publication of smoking and health information.

17. Conferences, meetings, or symposia concerning smoking and health.

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